

Instructions for NIH Intramural Investigators Requesting Funds Using the PHS 398 Application

In general, intramural investigators should follow the instructions provided in the RFA and in the PHS398 instructions (<http://grants.nih.gov/grants/funding/phs398/phs398.html>) with respect to the Research Plan and any Appendix materials. The scientific/research contacts listed in the RFA should be contacted for further assistance in completing the application.

There are some minor modifications with respect to completing the Face Page, Budget Form Page, and the Checklist:

FORM PAGE 1 (FACE PAGE)

- Item 2: Check off YES for Response to Specific Request for Applications
Include RFA#
For Title, insert 'Intramural Funding Request'
- Item 3: For New Investigator, check NO
- Item 3e: Under Department, list name of Intramural Laboratory
- Item 3f: Under Major Subdivision, list name of NIH Institute or Center
- Item 4b: Do not complete Human Subjects Assurance No.
- Item 5a & b: Do not complete IACUC Approval Date or Animal Welfare Assurance No.
- Item 6: Insert 10/01/07 for start date of Proposed Period of Support
- Item 7 & 8: Complete only items 7a and 8a (Direct Costs). No indirect (F&A) costs will be provided to intramural investigators.
- Items 9, 10 & 11: Do not complete these items.
- Item 12: Provide Name, Title and Contact Information for IC Budget Officer (or other individual responsible for receipt of funds)
- Item 13 & 14: Provide Name, Title and Contact Information for IC Scientific Director (and signature in Item 14)

FORM PAGE 4 – DETAILED BUDGET FOR INITIAL BUDGET PERIOD

Intramural investigators **can not** request GEI support for the following items:

- Salaries and related fringe benefits for career, career conditional or other Federal employees
- Facilities and Administrative/Indirect costs for intramural labs
- Any other costs already supported by the laboratory's base budget allocation

Elements that can and/or should be included in the Budget

- In general, the budget requests will be limited to the incremental costs required for carrying out the proposed work. These costs may include salary for staff to be specifically hired under a temporary appointment for the project, consultant costs, equipment, supplies, travel, and other items typically listed under Other Expenses. While support for extramural collaborators will generally be requested in a separate grant application, funds can be requested for services by an external investigator or contractor as a subcontract/consortium including the applicable indirect (F&A costs).
- Justification must be provided for all requested support.
- Applicants should indicate the number of person-months devoted to the project, even if no funds are requested for salary and fringe benefits.

The following represent suggested direct cost caps for intramural applications for each of the published RFAs:

RFA-HG-06-014	\$6,000K for the full project period (4 years), \$3,500K the 1st year
RFA-HG-06-032	\$3,200K for the full project period (4 years), \$800K per year
RFA-HG-06-033	\$350K for the full project period (up to 2 years)
RFA-DA-07-005	\$175K per year
RFA-ES-06-011	\$200K per year
RFA-ES-06-013	\$200K per year
RFA-CA-07-032	\$200K per year
RFA-ES-06-012	\$400K per year

These caps may be lower than the budget guidance for extramural applications published in the RFA. Note that these caps include direct costs for extramural collaborators on intramural applications. However, consistent with policy for extramural applications (see: <http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-05-004.html>) the indirect costs associated with a collaboration or subcontract from an extramural source will not be considered as direct cost when applying the limitation of the intramural direct cost cap.

CHECKLIST

Intramural applicants should fill out the section titled **Type of Application**. All other parts of the checklist are not applicable and should be left blank.